

March 10, 2016

TO: Owners and Managers of HOME and NSP funded properties in Georgia

FROM: The Office of Portfolio Management  
Compliance Monitoring and Asset Management  
60 Executive Park South, NE  
Atlanta, GA 30329

RE: HOME Program Income Verification

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Beginning March 10, 2016 income verifications at HOME and NSP projects funded by DCA must meet the 2013 HOME Rule HUD verification requirements: **At least two (2) months of source documents must be obtained.**

This policy clarifies how the PJ (DCA) expects program participants (owners and managers) to verify resident and applicant incomes in accordance with the HUD Final rule, 2013: "Source documentation §92.203(a)(1)(i) & (a)(2) All income verifications must use at least 2 months source documentation."

Two months of documents is defined below:

Number of pay stubs needed to meet the two month requirement			
Pay Frequency	Definition	# Pay periods a year	# pay stubs needed
Weekly	Paid once a week	52	<b>9</b>
Bi-weekly	Paid every 2 weeks	26	<b>5</b>
Bi-monthly	Paid twice a month	24	<b>4</b>
Monthly	Paid once a month	12	<b>2</b>

DCA understands there are times it may be impossible to obtain two months of source documents. In the examples below, please see our recommended method of verification.

**Social Security:** Document dated within 120 days of move in

**SSI, SSDI:** Document dated within 120 days of move-in; clarification on expected changes if needed.

**New Hire:** DCA employment verification.

**Self-employed?** Or newly self-employed? In these situations, as in all income verification cases, it is the responsibility of the owner/manager to maintain documents that show the resident meets the income requirements for the community.

## FAQ

**Q1: Is the DCA EV required at HOME properties in addition to pay stubs?**

**A1:** No. (See recommendations above.)